



Portfolio Holder Decisions

Waste Management software, Sensory Garden on Memorial Park Fleetwood, Improvements to Jubilee Gardens Cleveleys

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Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Mark Billington, Service Director People and Places	Councillor Alan Vincent, Resources Portfolio Holder	12 September 2019

Waste management software and in cab vehicle solution

1. Purpose of report

- 1.1 To seek Portfolio Holder agreement for an exemption to the Council's contract procedures in order to extend the agreement with Bartec under a framework agreement for the provision of an upgraded software system and accompanying hardware to support the waste collection and recycling service.

2. Outcomes

- 2.1 To ensure a fit for purpose system is in place to monitor the waste collection and recycling rounds and integrate with the new Citizens' Access Portal (CAP) to manage enquiries.

3. Recommendations

- 3.1 That Bartec be granted an extension of the contract for seven years with an option to extend again if the operating systems are still in good order. This includes new hardware and a free software upgrade at the commencement of the first seven years (the further extension is dependent on the lifespan of hardware and any changes to the CAP).
- 3.2 That approval is given to proceed under the exemption to Contract Procedures contained within the Financial Regulations and Financial Procedure Rules on the grounds if a framework agreement is available that necessitates the council not having to go out to tender and the goods, works or services will still provide the council with best value for money.

4. Background

- 4.1** The Waste Collection and Recycling Service uses a software package and in-cab technology solution to assist in the delivery of the service. The system provides the ability to record information in real time to assist in managing customer enquiries and monitoring and maintaining the collection rounds.
- 4.2** Initially, the Bartec system was procured through grant funding as part of a joint venture with Fylde Borough Council. The units are now over 10 years old and are coming to the end of their useful life. The supplier is no longer developing the software that supports the existing hardware or producing spare parts for these units as technology has moved on and the solution procured over a decade ago is now obsolete.
- 4.3** Since the initial outlay Bartec has marketed a substantial number of upgraded units and launched a new software system. The original units have lasted beyond their marketed life expectancy and the council has benefited from their longevity but it is no longer reasonable to consider them a viable solution for the future without further investment.
- 4.4** The crews utilise the units on a daily basis to access key attribute information for each household e.g. where an assisted collection is required, the number of green bins subscribed to and to log issues against a property such as a contaminated bin or where a bin is not presented.
- 4.5** This information links directly to the household information held in the Customer Relationship Management (CRM) system; LAGAN and Contact Centre staff are then in position to respond to customer enquiries in real time, reducing the need to follow up enquiries at a later time by providing the ability to respond instantly to the customer.
- 4.6** The software system also has a back office function, enabling a messaging service to / from the crew and enables the progress of crews on their daily route to be monitored. This is particularly useful if a crew have a breakdown or are delayed by roadworks for example as it allows supervisors to monitor in real-time and reallocate parts of a round to another crew.
- 4.7** Within the back office, key markers can be attributed around certain premises / streets to warn the drivers / crews of specific working practices e.g. requirement to reverse, avoid this area at certain times of the day etc. Having such information held centrally and triggered when a vehicle enters these areas removes room for error and enables flexibility across the workforce.
- 4.8** The location of any vehicle can be identified at any point during the day and routes tracked which again assists in service monitoring and helps the Contact Centre to advise customers, particularly in periods of severe weather when rounds may be disrupted owing to adverse conditions.

4.9 The current annual fee for the support and data transmission is £12,789.

5. Key issues and proposals

5.1 In April 2020 the council will enter into the extension phase of the waste and recycling contract and will be providing a replacement vehicle fleet. The units have to be hardwired into the vehicles, which is best undertaken at the time of build to limit interference with other key electric components. It also avoids the costs of a re-fit being carried out at a later stage which would be more expensive.

5.2 The decision to upgrade the in-cab system has also been timed to co-ordinate with the introduction of the CAP described in section 4 above. By combining the two upgrades it will negate having to undertake an IT integration and vehicle installation / wiring twice which will remove duplicate costs.

5.3 The current provider is a market leader in this field. They have evolved the software capabilities over a number of years by listening to the client base requirements and the system now offers greater functionality and a solution that is easier to operate.

5.4 For the system to work efficiently there is a requirement for buy-in from the frontline staff. They have already shown their commitment to this system and so limited training would be required to show them how to use the upgraded units.

5.5 The use of any units and recording of information will inevitably slow down operations on the ground. The easiest and safest method that does not interfere with key driving activities is an essential consideration and Bartec is considered to meet these requirements.

5.6 The help desk function of the current provider has always proven to be very responsive and they have been willing to assist in providing alternative solutions where problems occur. This is despite them no-longer developing the software version we currently operate and they have continued to support the repair of our old units by stripping down parts from units passed back from Local Authorities that have upgraded.

5.7 Finally the integration of this provider with the Council's new CRM / CAP supplier has already been undertaken by other local authorities and proven to work well. The Application Programming Interface (API) configuration and pathways have been built which should make for a simpler integration process requiring limited IT development if any at all. This is a considerable advantage both operationally and financially and a key reason for maintaining the use of Bartec. Changing to another provider would require significant IT development work to build the API integrations; both a timely and costly exercise and one not proven to be effective.

6. Delegated functions

- 6.1** The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3 Financial Procedures Rules of the council's constitution): "To consider departures from Rules relating to financial and contractual matters if appropriate."

Financial and legal implications	
Finance	<p>The cost of the upgraded system (£39,400) will be funded by the Veolia Service Development Board fund. This fund was established as part of the original contract with Veolia which requires both Veolia and the council to contribute £5,000 each p.a. to the fund. The balance of any unspent monies has been rolled forward each year and it was foreseen that the replacement of the Bartec units would be a significant use of the fund (3430/45237).</p> <p>The annual hosting costs will reduce to £12,600 and this is provided for in the existing revenue budget. If there is a commitment to the seven year contract, this will not change otherwise it will be subject to RPI on an annual basis.</p>
Legal	The award of the contract complies with the exemptions contained in the Council's contract procedures contained within the Financial Regulations and Financial Procedure Rules

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	✓

risks/implications	✓ / x
asset management	x
climate change	x
ICT	✓
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

None

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Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Mark Billington, Service Director People and Places	Councillor Simon Bridge, Street Scene, Parks and Open Spaces Portfolio Holder	12 September 2019

Capital Project - Improvements to Jubilee Gardens in Cleveleys

1. Purpose of report

- 1.1 To seek approval to deliver improvements to Jubilee Gardens, Cleveleys in accordance with its development masterplan using monies received from the Ministry of Housing, Communities and Local Government (MHCLG) for parks improvements, unallocated monies from the Council's 2019/20 Capital Programme for the Refurbishment of Playgrounds together with external grants secured and for the scheme to be added to the 2019/20 Capital Programme.

2. Outcomes

- 2.1 Improved play facilities to encourage greater use by the local community and visitors.
- 2.2 Improvements to the park creating inclusive spaces that encourage people to interact and meet, contributing to community cohesion and helping to combat Anti-Social Behaviour (ASB).
- 2.3 Improve health and wellbeing of our communities.

3. Recommendations

- 3.1 That the Council's 2019/20 Capital Programme be amended to include improvements to the facilities on Jubilee Gardens using £5,300 from the MHCLG 'Local Authorities Parks Improvement Funding (LAPIF)', a grant of £30,000 secured from the Lancashire Environment Fund and a further grant of £10,000 be accepted from The Big Lottery if the bid is successful.

- 3.2** That the council allocate £10,000 from the 2019/20 unallocated capital budget for Refurbishment of Playgrounds should the Big Lottery bid be unsuccessful. Notification is expected to be made early October.
- 3.3** That the council allocate £5,300 from the LAPIF (total received £17,333) to this scheme. This will allow £3,300 to be the Contributing Third Party (CTP) payment to Entrust who are the LEF scheme regulator.
- 3.4** Failure to provide this CTP will mean the application to LEF will not be validated. The remaining £2,000 will go towards the improvements.
- 3.5** That the council accept the £30,000 from the Lancashire Environment Fund to implement the improvement work.

4. Background

- 4.1** The council's 'Green Infrastructure Study' identifies a high level of need for a strategic investment at Jubilee Gardens as a key space in a densely populated urban area of Wyre.
- 4.2** Jubilee Gardens is the largest park in Cleveleys and was opened in 1937 and a friends group for the park was formed in 2016. Public consultations took place in 2016 and 2018 to gauge local opinion and to inform the design brief for a development masterplan.
- 4.3** Improving the play facilities by providing more challenging play and making the park feel more welcoming were the immediate priorities agreed as part of the masterplan process.
- 4.4** The existing play area lacks equipment for young children with the current MUGA and skate park facilities providing limited alternative activities. ASB reports show the site does have issues and the Lancashire County Council (LCC) Youth Bus visits on a regular basis to support engagement to try and reduce ASB.
- 4.5** The masterplan aims to create a more welcoming park will be addressed through improvements to the Jubilee Drive entrances, installation of new signage and additional seating for people with mobility issues.
- 4.6** New planting will offer horticultural interest and habitat value to the wider biodiversity of the seafront and coastal environment. Planting will be maintained in an environmentally sensitive way avoiding the need for intensive chemical weed or pest control methods. The scheme will recycle plant material and during construction works spoil from any excavations will be reused on site to minimize any materials being taken to landfill.

5. Key issues and proposals

5.1 To accept the grant of £30,000 from the Lancashire Environmental Fund and £10,000 from The Big Lottery, if the bid is successful.

5.2 To allocate £5,300 from LAPIF to the scheme.

5.3 To allocate £10,000 from the Council's Capital Programme for the refurbishment of Playgrounds, if the Big Lottery Bid is unsuccessful.

5.4 To combine the above sources of funding to spend £45,300 on the following:

- Refurbished entrances from Jubilee Drive including new signage
- Additional seating.
- New play equipment for older children.
- New seaside themed children's play area with undulations and play mounds.
- Enhanced planted areas across the site.

6. Delegated functions

6.1 The matters referred to in this report are considered under the following executive function delegated to the Street Scene, Parks and Open Spaces Portfolio Holder (as set out in Part 3 of the council's constitution): "To consider matters relating to parks, open spaces, playing fields, playgrounds and allotments."

Financial and legal implications	
Finance	The works on site are estimated to cost £45,300 funded from the LEF (£30,000), LAPIF (£5,300, leaving a balance of £12,033) and the Council's unallocated 2019/20 Capital Budget for Refurbishment of Playgrounds (£10,000). If monies are awarded by The Big Lottery (£10,000) this will mean the council's unallocated playground refurbishment capital budget will remain at £28,662 and the £10,000 contribution will not be required.
Legal	A formal agreement with the Lancashire Environmental Fund will be entered into and the contract(s) for goods, works or services to be deliver the improvements will comply with the Council's Financial and Contract Procurement rules and if applicable the European procurement regulations.

Other risks/implications: checklist

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risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	✓
climate change	✓
ICT	x
data protection	x

Processing Personal Data

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List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

None

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Portfolio Holder Report

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Report of:	Portfolio Holder	Date of publication
Mark Billington, Service Director, People and Places	Councillor Simon Bridge, Street Scene, Parks and Open Spaces Portfolio Holder	12 September 2019

Capital Project – Sensory Garden on Memorial Park, Fleetwood

1. Purpose of report

- 1.1 To seek approval to deliver the sensory garden on Memorial Park, Fleetwood using grants from the Lancashire Environment Fund, Lancashire County Council Community Projects Team and the Healthier Fleetwood Project.

2. Outcomes

- 2.1 Explore opportunities for communities and partners to deliver initiatives that utilise community assets and help connect to their communities.

3. Recommendations

- 3.1 That the Council's 2019/20 Capital Programme be amended to include the Sensory Garden on Memorial Park using grants of £18,450 from the Lancashire Environment Fund, £5,000 from the Lancashire County Council Community Projects Team and £5,000 from the Healthier Fleetwood Project.
- 3.2 That the council act as project lead for delivery of the Sensory Garden works and accountable body for the grant funding.
- 3.3 That the procurement of a supplier to undertake the Sensory Garden works is progressed and the Portfolio Holder authorise the Service Director of People and Places to appoint a supplier, complying with the councils Financial Regulations and Financial Procedure Rules.

4. Background

- 4.1 A demonstration garden was created at Memorial Park as part of the Heritage Lottery Funded restoration completed in 2015. The garden is managed by a team of volunteers overseen by the Memorial Park Development Officer.
- 4.2 The demonstration garden was identified by the Healthier Fleetwood Project Steering Group as a space which could be enhanced, particularly for those who are living with dementia or, in recovery for other conditions and those who care for them. The community and stakeholders were consulted to determine best use of the area.
- 4.3 The steering group have been successful in securing £28,450 to fund work to install features such as tangible boards, water play equipment, planting and seating to provide a wider range of sensory stimuli. A more restful, calm environment will also encourage visitors to remain in the garden for longer and to visit more often.

5. Key issues and proposals

- 5.1 To accept the grant funding from the Lancashire Environment Fund, Lancashire County Council Community Projects Team and the Healthier Fleetwood Project.
- 5.2 The council's obligation will be limited to annual maintenance of the features and the cost of this will be absorbed within existing revenue parks and open spaces budgets.
- 5.3 Should substantial repair or replacement be required the cost will be met through fundraising and not from council budgets.
- 5.4 The 2019/20 Capital programme will be updated to reflect the addition of the Sensory Garden project at Memorial Park and the securing of £28,450 of external funding to undertake this scheme in its entirety.

6. Delegated functions

- 6.1 The matters referred to in this report are considered under the following executive function delegated to the Street Scene Parks and Open Spaces Portfolio Holder (as set out in Part 3 of the councils constitution):
"To consider matters relating to parks, open spaces, playing fields, playgrounds and allotments."

Financial and legal implications	
Finance	The cost of the Sensory Garden scheme at Memorial Park is expected to be £28,450. External funding has been secured from three partners to cover the whole of the cost in the following proportions: Healthier Fleetwood £5,000,

	Lancashire Environment Fund £18,450 and the Lancashire County Council Community Projects Team £5,000.
Legal	A formal agreement with Timotay will be entered into and following a procurement exercise for the delivery of the Sensory Garden, the council will enter into a contract with Timotay to comply with the Councils Financial and Contract procedure rules.

Other risks/implications: checklist

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community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	✓
climate change	x
ICT	x
data protection	x

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List of background papers:		
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None		

List of appendices

None

Dems/ph/st/0009kb1 Sensory Garden

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